

**Summary Report for Individual Task
805B-79T-4308
Process a Purchase Request
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have received a purchase request. You have full access to reference materials, funding resources, software, general office equipment, forms and leader guidance.

Standard: You will be processing a purchase request using applicable regulations, forms and leader guidance. To accomplish the following task you must be able to complete the following.
a. Receive and review a request
b. Validate the request meets regulatory guidance
c. Use appropriate funding sources
d. Accurately complete applicable forms
e. Access appropriate software as needed
f. Ensure purchase specifications meet regulatory guidelines
g. Effective follow-up procedures with requester
h. Ensure products meet standards set

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Receive the purchase request.
 - a. Review the request.
 - b. Log and track request in local filing system.
 - c. Acknowledge receipt from requestor.
2. Review regulatory authority to execute purchase.
 - a. Determine if purchase justification is within fiscal law/and current regulation.
 - b. Ensure that purchase follows unit guidelines.
 - c. Consult with leadership, as required.
3. Review marketing plan to see if request fits within marketing budget and plan.
 - a. Ensure purchase request meets marketing plan intent.
 - b. Identify appropriate resource for acquisition.
 - (1) State media services program (SMSP).
 - (2) Government purchase card (IMPAC).
 - (3) Strength Readiness Support Center (SRSC).
 - (4) Mission Zone
 - (5) Government Printing Office (GPO).
 - (6) USP&FO Contracting Office.
 - c. Review purchase request with RRC resource manager and RRC leadership, as required.
4. Follow up with requester to verify product purchase details.
 - a. Discuss quantity, quality, and design.
 - b. Discuss delivery specifics and deadlines.
 - c. Request sample/proof.
5. Notify requester of approval or disapproval.
6. Initiate purchase/procurement process.
 - a. Prepare purchase request documents (DA Form 3953, SF1, GPO Form 4044).

- b. Draft supporting documents as required.
- c. Forward purchase request and associated documentation to purchasing authority.
 - (1) Contract state media services program provider.
 - (2) United States Property and Fiscal Office (USPFO).
 - (3) Government Printing Office(GPO).
 - (4) Strength Readiness Support Center (SRSC).
 - (5) Mission Zone.
- d. Allocate funding, as required.
- e. File purchase request with supporting documentation in local file.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received the purchase request.			
2. Reviewed regulatory authority to execute purchase.			
3. Reviewed marketing plan to see if request fits within marketing budget and plan.			
4. Followed-up with requester to verify product purchase details.			
5. Notified requester of approval or disapproval.			
6. Initiated purchase/procurement process.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 12	Department of Defense Financial Management Regulation, Volume 12, Special Accounts, Funds and Programs	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	Yes	No
	USAR PAM 37-1	Defense Joint Military Pay System- Reserve Component (DJMS-RC) Procedures Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4